

DEPARTMENT OF CORRECTIONS WORK GROUP POLICY REVISION FLOWCHART

For use when a policy revision is immediately required, the annual policy review date is inappropriate, and a group of subject matter experts is collected to offer assistance in a revision.

Review Process schedule. If the management team has not requested an immediate change, a workgroup is Notice of a forming workgroup will be sent to applicable facilities and programs from the policy unit In addition to policy unit alert, an "Under Revision" notice will be placed next to the intranet policy link signaling opportunity for those who wish to submit input or be involved in the workgroup The revision process will continue until the workgroup agrees on a final draft The policy will be submitted to legal review, if necessary. The workgroup and/or policy unit manager will determine whether a general review period is required. Policy comments

from staff regarding policy revisions are always welcome.

Please submit any comments, they will <u>always</u> be communicated to the decision-making authority